

U.S. GOVERNMENT PRINTING OFFICE

Oklahoma City, OK

GENERAL TERMS, CONDITIONS, AND SPECIFICATIONS

For the Procurement of

Jayhawk Flyer

as requisitioned from the U.S. Government Printing Office (GPO) by the

Department of Defense (DAPS)

Single Award

TERM OF CONTRACT: The term of this contract is for 1 year beginning October 1, 2000, and ending September 30, 2001 (base year) and two option year(s). Special attention is directed to the following provision and clauses in Section 1 of this contract: "Option to Extend the Term of the Contract" and "Economic Price Adjustment."

BID OPENING: Bids shall be publicly opened at 2 P.M., prevailing Oklahoma City, OK time, on September 7, 2000.

PRODUCT TOLERANCES: All product tolerances will be evaluated to the specified inch/pound requirements. The corresponding metric measurements indicated are for informational purposes only. At a future date, metric measurements will be used exclusively in all specifications.

PRODUCTION AREA: It is assumed that all production facilities used in the manufacture of the product(s) ordered under this contract will be located within a 42-kilometer (25-mile) radius of Wichita, KS.

Any bidder intending to use production facilities outside this area should furnish information, with the bid, which will on its face demonstrate ability to meet the schedule requirements. The determination by the Government of the acceptability of this information in no way relieves the successful bidder of the responsibility for compliance with these schedule requirements.

SECTION 1.- GENERAL TERMS AND CONDITIONS

GPO CONTRACT TERMS: Any contract which results from this Invitation for Bid will be subject to GPO Contract Terms (GPO Publication 310.2, effective December 1, 1987 (Rev. 5-99)) and Quality Assurance Through Attributes Program for Printing and Binding (GPO Publication 310.1, effective May 1979, (Rev. 4-96)).

The solicitation provision in GPO Contract Terms (Pub. 310.2) permitting facsimile bids means a bid that has been transmitted to and has been received by a commercial enterprise via facsimile and subsequently delivered to the Government. Facsimile bids transmitted to GPO offices will not be considered.

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Product Quality Levels:

- (a) Printing Attributes -- Level III
- (b) Finishing Attributes -- Level III

Inspection Levels (from MIL-STD-I05):

- (a) Non-destructive Tests - General Inspection Level I.
- (b) Destructive Tests - Special Inspection Level S-2.

Specified Standards: The specified standards for the attributes requiring them shall be:

<u>Attribute</u>	<u>Specified Standard</u>
P-7. Type Quality and Uniformity	Approver Proofs
P-8. Halftone Match	Approved proofs
P-9. Solid and Screen Tint Color Match	Pantone Matching System
P-10. Process Color Match	Approved Proofs

REGULATIONS GOVERNING PROCUREMENT: The U.S. Government Printing Office (GPO) is an office in the legislative branch of the United States Government. Accordingly, the Federal Acquisition Regulation is inapplicable to this, and all GPO procurements. However, the text of certain provisions of the Federal Acquisition Regulation as contained in the Code of Federal Regulations (CFR), are referenced in this solicitation. The offeror should note that only those provisions of the Federal Acquisition Regulation which are specifically incorporated by reference into this solicitation, are applicable.

EXTENSION OF CONTRACT TERM: At the request of the Government, the term of any contract resulting from this solicitation may be extended for such period of time as may be mutually agreeable to the GPO and the contractor.

OPTION TO EXTEND THE CONTRACT TERM: The Government may extend the term of this contract by written notice to the contractor not later than 60 days before the contract expires. If the Government exercises an option, the extended contract shall be considered to include this clause. The duration of this contract, including the exercise of any options under this clause, shall not exceed September 30, 2003.

Notwithstanding the above paragraph, at the request of the Government, the term of any contract resulting from this solicitation may be further extended for such period of time as may be mutually agreeable to the GPO and the contractor.

If the Government exercises an option, the extended contract shall be considered to include this economic price adjustment clause.

ECONOMIC PRICE ADJUSTMENT: The prices set forth in this contract shall be adjusted in accordance with the provisions of this clause, provided that in no event will prices be revised to exceed the maximum permissible under any law existing as of the date of the contract or as may be hereafter promulgated.

Price adjustment period: For the purpose of this clause, the program years shall comply with the Term of Contract clause. There shall be no price adjustment for orders placed during the first program year of this contract.

Price adjustment: The prices shall be adjusted on the basis of the "Consumer Price Index For All Urban Consumers - Commodities Less Food", published monthly in the CPI Detailed Report by the U.S. Department of Labor, Bureau of Labor Statistics, in the following manner:

- (1) The contract price of orders placed during the second or succeeding, if any, program year(s) (excluding reimbursable postage or transportation costs) shall be modified by the percentage increase or decrease in the seasonally adjusted Consumer Price Index as follows: An index shall be calculated by averaging the 12 seasonally adjusted months ending 3 months prior to the expiration of the first program year of the contract. This average is then compared with the average index for the 12-month period ending 3 months prior to the beginning of the contract, called the base index. The percentage increase or decrease by comparing these two indexes shall be applied to the contractor's invoices for orders placed during the succeeding program year.
- (2) The Government will notify the contractor in writing of the percentage increase or decrease to be applied to any invoices to be submitted for orders subject to price adjustment in accordance with this clause. Such percentage will be determined from the published index as set forth above. The contractor shall apply the percentage increase or decrease against the total price of the invoice less reimbursable postage or transportation costs. Any applicable discounts will be calculated on the basis of the invoice price as adjusted.

ASSIGNMENT OF JACKETS, PURCHASE AND PRINT ORDERS: A GPO purchase order will be issued to the contractor to cover work performed. The purchase order will be supplemented by an individual "Print Order" and various jacket numbers for each job placed with the contractor. The print order, when issued, will indicate the quantity to be produced and any other information pertinent to the particular order.

ORDERING: Items to be furnished under the contract shall be ordered by the issuance of print orders by the Government. Orders may be issued under the contract from October 1, 2000 through September 30, 2003. All print orders issued hereunder are subject to the terms and conditions of the contract. The contract shall control in the event of conflict with any print order. A print order shall be "issued" for purposes of the contract, when it is either deposited in the U.S. Postal Service mail or otherwise furnished to the contractor in conformance with the schedule.

REQUIREMENTS: This is a requirements contract for the items and for the period specified herein. Shipment/delivery of items or performance of work shall be made only as authorized by orders issued in accordance with the clause entitled "Ordering". The quantities of items specified herein are estimates only, and are not purchased hereby. Except as may be otherwise provided in this contract, if the Government's

requirements for the items set forth herein do not result in orders in the amounts or quantities described as "estimated", it shall not constitute the basis for an equitable price adjustment under this contract.

Except as otherwise provided in this contract, the Government shall order from the contractor all the items set forth which are required to be purchased by the Government activity identified on page 1.

The Government shall not be required to purchase from the contractor, requirements in excess of the limit on total orders under this contract, if any.

Orders issued during the effective period of this contract and not completed within that time shall be completed by the contractor within the time specified in the order, and the rights and obligations of the contractor and the Government respecting those orders shall be governed by the terms of this contract to the same extent as if completed during the effective period of this contract.

If shipment/delivery of any quantity of an item covered by the contract is required by reason of urgency prior to the earliest date that shipment/delivery may be specified under this contract, and if the contractor will not accept an order providing for the accelerated shipment/delivery, the Government may procure this requirement from another source.

The Government may issue orders which provide for shipment/delivery to or performance at multiple destinations.

Subject to any limitations elsewhere in this contract, the contractor shall furnish to the Government all items set forth herein which are called for by print orders issued in accordance with the "Ordering" clause of this contract.

PAYMENT: Submit all vouchers to: Comptroller, Stop FMCE, Financial Management Service, U.S. Government Printing Office, Washington, D.C. 20401.

SECTION 2.- SPECIFICATIONS

SCOPE: These specifications cover the production of a newsletter requiring such operations as composition, proofs, film making, printing, binding, packing, mailing and delivery.

TITLE: Jayhawk Flyer.

FREQUENCY OF ORDERS: Monthly

QUANTITY: Approximately 1,766 copies per order.

NUMBER OF PAGES: Sixteen (16) pages per order.

TRIM SIZE: 106 x 216mm (5 1/2 x 8-1/2").

GOVERNMENT TO FURNISH:

One zip disk containing all text, logos and illustrations. The disk was produced on an IBM compatible using the software Page Maker version 6.5, Adobe PhotoShop version 4.0 (TIFF/EPS/JPG/GIF), Corel Draw version 8 (TIFF/JPG/GIF). Printer and screen fonts are included.

The contractor is cautioned that furnished fonts are the property of the Government and its originator. All furnished fonts are to be eliminated from the contractor's archive immediately after completion of the contract.

One full color construction sample.

NOTE: Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required image. Any errors, media damage, or data corruption that might interfere with proper file image processing must be reported to Tim Ashcraft (405) 231-4146. The contractor shall create or alter any necessary trapping, set proper screen angles and screen frequency, and define output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

NOTE: Program versions may be upgraded during the term of the contract.

Approximately 1,670 76 x 25mm (3 x 1") pre-addressed pressure sensitive labels on 216 x 279mm (8-1/2 x 11") sheets, sorted by zip code.

One reproduction proof, Form 905 (R. 3/90) with labeling and marking specifications.

A supply of blue labels and selection certificates for shipping Departmental Random copies.

CONTRACTOR TO FURNISH: All materials and operations, other than those listed under "Government to Furnish," necessary to produce the product(s) in accordance with these specifications

FILMS: The contractor must make all films required. Films may be opaqued on either the emulsion or non-emulsion side. All halftones are to be 150-line or finer if printed on coated stock and 120-line or finer if printed on uncoated stock.

PROOFS:

For orders requiring printing in one color, furnish two sets of composite digital proofs, Rainbow or similar, or at contractor's option, two sets of bluelines with illustrations cropped and mounted in the exact position the illustrations will print in the final product.

Two sets of overlay proofs, Color Keys or similar, for orders requiring four color process printing.

The contractor must not print prior to receipt of an "OK to print."

If any contractor's errors are serious enough in the opinion of the GPO to require revised proofs, the revised proofs are to be provided at no expense to the Government. No extra time can be allowed for this reproofing; such operations must be accomplished within the original production schedule allotted in the specifications.

STOCK/PAPER: The specifications of all paper furnished must be in accordance with those listed herein or listed for the corresponding JCP Code numbers in the "Government Paper Specification Standards No. 11" dated February 1999.

All paper used in each copy must be of a uniform shade.

One color orders: White No. 2 Coated Text, Gloss-Finish, grammage 120 g/m² (basis weight: 80 lbs per 500 sheets, 25 x 38"), equal to JCP Code A182.

Four-color process orders: White Matte Coated Offset Book, grammage 90 g/m² (basis weight: 60 lbs per 500 sheets, 25 x 38"), equal to JCP Code A240.

PRINTING: Print head-to-head in black ink. When ordered, print approximately eight in 4-color process. Illustration keylines print.

INK: If lithographic ink is used in the performance of this contract, the ink shall contain not less than the following percentages of vegetable oil: (a) news ink, 40 percent; (b) sheet-fed and forms ink, 20 percent; and (c) heat-set ink, 10 percent. High quality color process printing on high speed heat-set presses is excepted when slow drying time significantly increases production costs.

MARGINS: Adequate gripper margins throughout.

BINDING: Saddle-wire stitch in two places and trim three sides. Each product must contain complete 4-page signature after trimming. Single leaves connected with a lip (i.e., binding stub) to left or right side of stitches will not be allowed.

PACKING: Pack balance, after mailing, in shipping containers not exceeding 20.4 kg (45 lbs.) when fully packed. Shipping containers shall have a minimum bursting strength of 1 300 kPa (200 pounds per square inch) or a minimum edge crush test (ECT) of 5 600 N per m width (32 pounds per inch width).

LABELING AND MARKING: Attach address labels to each copy.

Reproduce shipping container label from furnished repro, fill in appropriate blanks and attach to shipping containers.

DEPARTMENTAL RANDOM COPIES (BLUE LABEL): All orders must be divided into 50 equal sublots. A random copy must be selected from each subplot. Do not choose copies from the same general area in each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. The random copies constitute a part of the total quantity ordered, and no additional charge will be allowed.

These randomly selected copies must be packed separately and identified by a special government-furnished blue label, affixed to each affected container. The container and its contents shall be recorded separately on all shipping documents and sent in accordance with the distribution list to the address listed under DISTRIBUTION.

A copy of the print order/specification and a signed Government-furnished certificate of selection, must be included.

QUALITY ASSURANCE RANDOM COPIES: In addition to the Departmental Random Copies (Blue Label), the contractor may be required to submit quality assurance random copies to test for compliance against the specifications. The print order will indicate the number required, if any. When ordered, the contractor must divide the entire order into equal sublots and select a copy from a different general area of each subplot. The contractor will be required to execute a statement furnished by GPO certifying that copies were selected as directed. Copies will be paid for at the running rate offered in the contractor's bid and their cost will not be a consideration for award.

Business Reply Mail labels will be furnished for mailing the quality assurance random copies. The copies are to be mailed at the same time as the first scheduled shipment. A copy of the print order must be included.

A U.S. Postal Service approved Certificate of Mailing, identified by Program, Jacket and Print Order numbers, must be furnished with billing as evidence of mailing.

DISTRIBUTION:

Mail approximately 1,670 copies f.o.b. contractor's city. All mailing to be made at the Third Class Bulk Rate (basic 5 digit, 3 digit bar code automated rate when possible). Postage costs will be reimbursed.

All copies mailed must conform to the appropriate regulations in the U.S. Postal Service manuals for "Domestic Mail" or "International Mail" as applicable.

Ship 1 copy, f.o.b. destination, marked "Depository Copies Item No. 3000-A" to the U.S. Government Printing Office, Depository Receiving Section, Jackson Alley, Room A-150, Washington, D.C. 20401. Any cartons containing "Depository Copies", that are mailed to GPO's Depository Receiving Section must be clearly marked to indicate the total number of cartons in the mailing. For example: 1 of 3; 2 of 3; 3 of 3.

Ship 15 copies, f.o.b. destination, marked "File Copies" to the Library of Congress, Madison Building, Exchange and Gift Division, Federal Documents Section, C Street (between 1st & 2nd), SE, Washington, D.C. 20540.

Deliver balance, f.o.b. destination to the 184CF/SCV, 52955 Jayhawk Drive, McConnell AFB, KS 67221-9000. Inside delivery required.

Upon completion of each order all furnished materials must be returned to the above address..

All expenses incidental to returning materials and submitting proofs must be borne by the contractor.

SCHEDULE: Adherence to this schedule must be maintained. Contractor must not start production of any job prior to receipt of the individual print order (GPO Form 2511).

All Print Orders (GPO Form 2511) and furnished materials must be picked up from the address listed under DISTRIBUTION.

Furnished material must be returned with proofs.

No definite schedule for pickup of material can be predetermined.

The following schedule begins the workday after notification of the availability of print order and furnished material.

The numbers under the column headed "WD After" represent the number of workdays allowed to complete that certain part of the schedule after completion of the preceding part.

WD After

Contractor to submit proofs.....	3
Contractor to pickup proofs.....	1
Contractor must make complete mailing and delivery.....	2

The ship/deliver date indicated on the print order is the date products ordered for delivery f.o.b. destination must be delivered to the destination(s) specified.

SECTION 3.- DETERMINATION OF AWARD

The Government will determine the lowest bid by applying the prices offered in the "Schedule of Prices" to the following units of production which are the estimated requirements to produce 12 months' orders under this contract. These units do not constitute, nor are they to be construed as, a guarantee of the volume of work which may be ordered during a like period of time.

The following item designations correspond to those listed in the "Schedule of Prices".

	(1)	(2)
I. (a)	11	194.26
(b)	1	17.66
II. (a)	14	
(b)	200.4	

Page 10 is blank.

SECTION 4.- SCHEDULE OF PRICES

Bids offered are f.o.b. contractor's city for all mailed shipments and f.o.b. destination for all other shipments.

Bidder must make an entry in each of the spaces provided. Bids submitted with any obliteration, revision, or alteration of the order and manner of submitting bids, may be declared nonresponsive.

An entry of NC (No Charge) shall be entered if bidder intends to furnish individual items at no charge to the Government.

Bids submitted with NB (No Bid) or blank spaces for an item may be declared nonresponsive.

The Contracting Officer reserves the right to reject any offer that contains prices for individual items of production (whether or not such items are included in the Determination of Award) that are inconsistent or unrealistic in regard to other prices in the same offer or to GPO prices for the same operation if such action would be in the best interest of the Government.

A charge will be allowed for each page, whether printed or blank. Unless otherwise specified, no more than one blank page shall be permitted at the end of the text.

The basic prices listed include the cost of all necessary materials and operations for each item listed in accordance with these specifications.

Fractional parts of 100 will be prorated at the per 100 rate.

I COMPLETE PRODUCT: Prices offered shall include the cost of all required materials and operations necessary for the complete production and distribution of the product listed in accordance with these specifications.

	<u>Makeready and/or Setup</u> (1)	<u>Running Per 100 Copies</u> (2)
(a) Sixteen-page product printing in black ink.....		\$_____ \$_____
(b) Sixteen-page product printing in 4-color process.....		\$_____ \$_____

II ADDITIONAL OPERATIONS:

- (a) Author Alterations (including new films)..per film per page..... \$_____
- (b) Affixing furnished labels on single copies...per 100 labels..... \$_____

(Initials)

(Return this page in triplicate)

BIDDERS NAME AND SIGNATURE: Fill out and return three copies of all pages in "Section 4.- Schedule of Prices", initial or sign each in the space provided and submit with the original and duplicate copies (parts 1 and 2) of GPO Form 910, "Bid". Do not enter bid prices on GPO Form 910. NOTE: The schedule of prices will prevail in instances where prices are inadvertently entered on GPO Form 910.

Bidder_____

(City - State)

By_____

(Signature and title of person authorized to sign this bid)

(Person to be contacted)

(Telephone Number)

My production facilities are located within the assumed area of production _____yes _____no

NOTICE: Bidders OUTSIDE the assumed production area specified on page one of these specifications should complete the following information.

1. Proposed carrier(s) for pickup of Government Furnished Material.._____

a. Number of hours from acceptance of print order to pickup of Government Furnished Material.._____

b. Number of hours from pickup of Government Furnished Material to delivery at contractor's plant.._____

2. Proposed carrier(s) for delivery of completed product_____

a. Number of hours from notification to carrier to pickup of completed product_____

b. Number of hours from pickup of completed product to delivery at destination_____